

CITY OF CABOT

Job Description

JOB TITLE: Human Resources Director

DEPARTMENT: Mayor's Office

SUPERVISOR RECEIVED: Mayor

REVISION DATE: August 2007

SUMMARY: Develops policy and directs and coordinates human resources activities, such as employment, compensation, benefits, training, and employee.

QUALIFICATIONS: Bachelor's degree from a four-year college or university, one to two years related experience; or equivalent combination of education and experience. Skills include leadership, management, organization and multi-tasking, verbal and written communication abilities, teamwork abilities and intermediate computer skills with various software programs.

ESSENTIAL JOB FUNCTIONS:

- Write directives advising department heads of City policy, training, compensation, and employee benefits;
- Administer performance management program and compensation;
- Administer DOT and non-DOT drug-testing program;
- Process vacant positions including advertisement, recruitment, answer questions from applicants, process applications, interview applicants, selection, and perform background investigations, conduct new hire orientation;
- Ensure compliance and administration of federal DOT regulations;
- Write and deliver presentations to Mayor, Aldermen or other officials regarding human resources policies and practices;
- Maintain job descriptions for all positions within the City;
- Maintain, administer, and explain policies within the employee handbook including consultation with legal counsel to ensure that policies comply with federal and state law and City ordinances;
- Respond to request for disciplinary actions and/or counseling;
- Respond to EEOC claims, FOI requests, and unemployment claims;
- Maintain personnel files for all employees including but not limited to set-up, updating, follow-through on outstanding documentation, general filing, and closing out terminated employees files;
- Maintain HRIS including entering new hires, promotions, pay increases, terminations, employee master data changes, deductions, etc.;
- Process employment verification requests to other employers, lending institutions, etc.;
- Research personnel files and documents as needed for salary history, employment history and other data;
- Assist employees and supervisors with benefits, leave balances and discrepancies, general employment inquiries, policy questions, disciplinary issues, copies, etc.;
- Serve as the Benefit Coordinator for all City Departments including processing documentation, assisting employees with problems, working with vendors, coordinating open enrollment;
- Process workers' compensation claims including all necessary follow-up;
- Serve as Chairperson of the Safety Committee;
- Administer Catastrophic Leave Program including maintaining pool balance;
- Prepare annual reports, ad hoc reports and completes special projects as needed;

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- Keep files of relevant ordinances and resolutions, correspondence, forms, and other documents of historical importance;
- Maintain suspense file and notify appropriate personnel of overdue forms;
- Maintain confidentiality of employee information while processing documents;
- Oversee data reports that may be used for compliance in federal and state law.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, type, talk, and hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low.

Employee Name (Print)

Employee Signature

Date